

ELECTORS

Summary

Interactions with electors, both positive and negative, influence the public's confidence in the ability of election officials to administer elections in Wisconsin fairly. As an election inspector, it is your responsibility to ensure that every eligible elector can participate in the democratic process.

Voter Qualifications

In order to register to vote, an individual must:

1. Be a U.S. citizen
2. Be age 18 or older on or before Election Day
3. Have resided in an election district or ward for 28 consecutive days, with no present intent to move, before any election where the citizen offers to vote.

Residency

An individual's residency in a ward or municipality is determined by the individual's physical presence and present intent to reside in that location for voting purposes. In order to initially claim residency, a voter must establish a physical presence in a location with the intent to make that location his or her residence for voting purposes.

1. Temporary Presence/Absence
 - a. Residency is not lost when a person leaves "home" and goes to another location temporarily with intent to return "home". Persons who have temporarily left their homes are still residents of the "home" municipality despite their temporary absence.
 - b. Residency cannot be established in any ward, town, village or city in this state while living there for temporary purposes only.
2. Intent to Return
 - a. Once residency is established, a person may be temporarily absent and still be considered a resident, as long as he or she intends to return.

- b. A person may end their residency by leaving their residence and doing something that establishes they no longer intend to reside at their old residence (e.g., registers to vote at another address). Such a person cannot continue to vote at his or her previous residence without re-establishing residency.

3. Student Status

- a. Student status is not to be used as a factor in determining residence. A student may choose to establish residency in the municipality where he or she lives to attend school or the student may consider his or her stay in the municipality to be “temporary” and intend to return to his or her former municipality.
- b. If a student registers to vote in the municipality where he or she attends school, the student loses his or her residency in his or her prior municipality and must re-establish residency in the prior municipality before he or she would be eligible to register to vote there in another election.

4. “Part-time” Residents

- a. A person may only vote in one municipality each election. In order to vote in a municipality, a person with part-time residency in a municipality must intend that his or her physical presence in the ward or municipality establishes residence for voting purposes.
- b. Merely owning property in a municipality is not sufficient to claim residency. A person must have established a physical presence paired with the intent to make that address their permanent residence.

5. New Residents

- a. A person who has not resided in any ward in Wisconsin for at least 28 days should be advised to check with their former state of residence to inquire as to any voting options they may have as former residents of that state. Alternatively, in Presidential elections, new residents of Wisconsin may vote a Presidential-only ballot by submitting a completed [Application for Presidential Ballot \(GAB-141\)](#) to either the municipal clerk in the 27 days before the election or to the election inspectors at the polling place for their new address.

- i. The voter must also complete an [Authorization to Cancel Registration \(GAB-139\)](#), which the clerk must send to the proper election official for the new resident's former municipality.
- ii. Proof of Residence is required.
- iii. No voter registration (GAB-131) is required.
- iv. Proof of identification is required.
- v. The GAB-141 may be submitted no earlier than 27 days before the election and shall be received not later than 5:00 p.m. on the day before the election when delivered to the clerk's office.
- vi. The GAB-141 may also be submitted on Election Day at the polling place.

6. Former Residents

- a. If ineligible to qualify as an elector in the state to which he or she has moved, any former Wisconsin resident may vote a Presidential-only absentee ballot in their former municipality and ward of residence in any presidential election occurring within 24 months of leaving Wisconsin by submitting a completed [Application for Absentee Presidential Ballot \(GAB-140\)](#) to their former municipal clerk.
 - i. No voter registration (GAB-131) is required.
 - ii. No proof of residence is required.
 - iii. Proof of identification is required.
 - iv. There is no fixed deadline for receipt of the GAB-140. The GAB-140 must simply be received "in sufficient time for a ballot to be mailed and returned prior to the election."

Other Common Residency Scenarios

Voter Situation	Voting Location
Has moved from one ward to another in the same municipality at least 28 consecutive days before an election	In the new ward
Has moved from one municipality to another at least 28 consecutive days before an election	In the new municipality
Has moved from one ward to another in the same municipality less than 28 consecutive days before an election	In the old ward
Has moved from one municipality to another less than 28 consecutive days before an election	In the old municipality
Has moved to a different ward, or state temporarily, with intent to return	In the ward or municipality from which he or she moved
Lives in one ward or municipality and conducts business in another	In the ward or municipality where the individual lives
Lives in a public or private facility, such as a federal or state institution, county home or hospital, nursing home or group home	In the municipality where the facility is located <i>or</i> in the municipality of residence before entering the facility
Is on active duty as a member of the armed forces serving in the U.S. or overseas	In the municipality or ward of residence before entering the armed services
Is the spouse or dependent of a member of the armed forces	In the ward or municipality of residence of the military elector <i>or</i> if a Wisconsin resident, municipality or ward of residence before entering the armed services
Is a civilian overseas employee of the U.S. Government	In the municipality or ward of residence before entry into federal employment
Is a U.S. Citizen living outside the United States with no present intent to return	In the municipality or ward where they last resided or where their parent last resided before leaving the United States.

Disqualification of Electors

The following persons shall not be allowed to vote in any election:

1. Any person convicted of treason, felony, or bribery that has not been pardoned or completed the terms of his or her sentence including any term of probation, parole, or extended supervision.
2. A person who has been determined by a court to be incapable of understanding the objective of the elective process or who is under guardianship, unless the court has determined that the person under guardianship is competent to exercise the right to vote.
 - a. The court order granting guardianship should specifically declare if the person is incompetent to exercise the right to vote. If the order does not include a specific finding of incompetency, the person retains the right to vote.
3. Anyone who has made or become interested, directly or indirectly, in any bet or wager depending upon the result of the election.

Recording Voters

Properly recording voters is essential to maintain the integrity of the electoral process. Two election inspectors maintain two duplicate original poll lists, also known as voter lists or registration lists, for each reporting unit. A reporting unit is a ward or combination of wards that reflect the way election results are transmitted to school districts, the county, and the Government Accountability Board. When the polls close, the poll lists will reflect the activity at the polling place on Election Day. It is essential that the election inspectors carefully record the required information on the poll lists.

Poll Lists

The poll list contains the names and addresses of registered voters in a reporting unit. The municipal clerk will provide poll lists to each polling place. These poll lists have been generated from the Statewide Voter Registration System (SVRS), which is Wisconsin's statewide database for tracking voter registrations.

Each reporting unit will have two poll lists, which must be maintained identically by the election inspectors on Election Day. Election inspectors use poll lists to ensure only registered voters cast a ballot and to capture certain information about each registered voter who receives a ballot.

Each elector must sign the poll list before receiving a ballot. Only one of the poll lists should contain the signature of each voter for that election.

Poll lists (GAB-107) may consist of up to four parts:

1. Regular Poll List: Contains the names of all electors who register by 5:00 p.m. on the 20th day before the election.
2. Pre-printed Supplemental Poll List: The municipal clerk may provide a printed list that contains the names and addresses of all voters who registered during late registration. Late registration is from the 19th day before the election up to 5:00 p.m. or the close of the clerk's office, whichever is later, the Friday before the election. Electors who register during this time will receive a Certificate of Registration (GAB-133) to be presented at the polling place on Election Day.

Note: If a late registrant fails to present his or her Certificate of Registration (GAB-133), but his or her name is on the supplemental poll list, the registrant is allowed to vote. If the individual fails to present his or her Certificate of Registration (GAB-133) and his or her name does not appear on the supplemental poll list, the election inspector should attempt to contact the municipal clerk and determine if he or she has record of the elector's registration. If there is no record of the elector's registration in the clerk's office, then he or she must complete another Voter Registration Application (GAB-131) and provide proof of residence before being allowed to vote.

3. Handwritten Supplemental Poll List: Election inspectors must enter the name, address, and Election Day voter number of Election Day registrants on the handwritten supplemental portion of the poll list. The type of proof of residence provided as well as the name of the issuing entity or organization should also be recorded here.
4. Confidential Elector List: If there are any confidential electors in the reporting unit, their names and confidential voter identification numbers will appear at the back of the poll list in a separate section. See the "Confidential Electors" section below for more details.

Poll List Notations

There are a number of notations that will appear on the pre-printed poll list as well as a number of notations that election inspectors are required to make on both copies of the poll list to ensure proper documentation of voters and registrants on Election Day.

1. Pre-Printed Poll List Notations

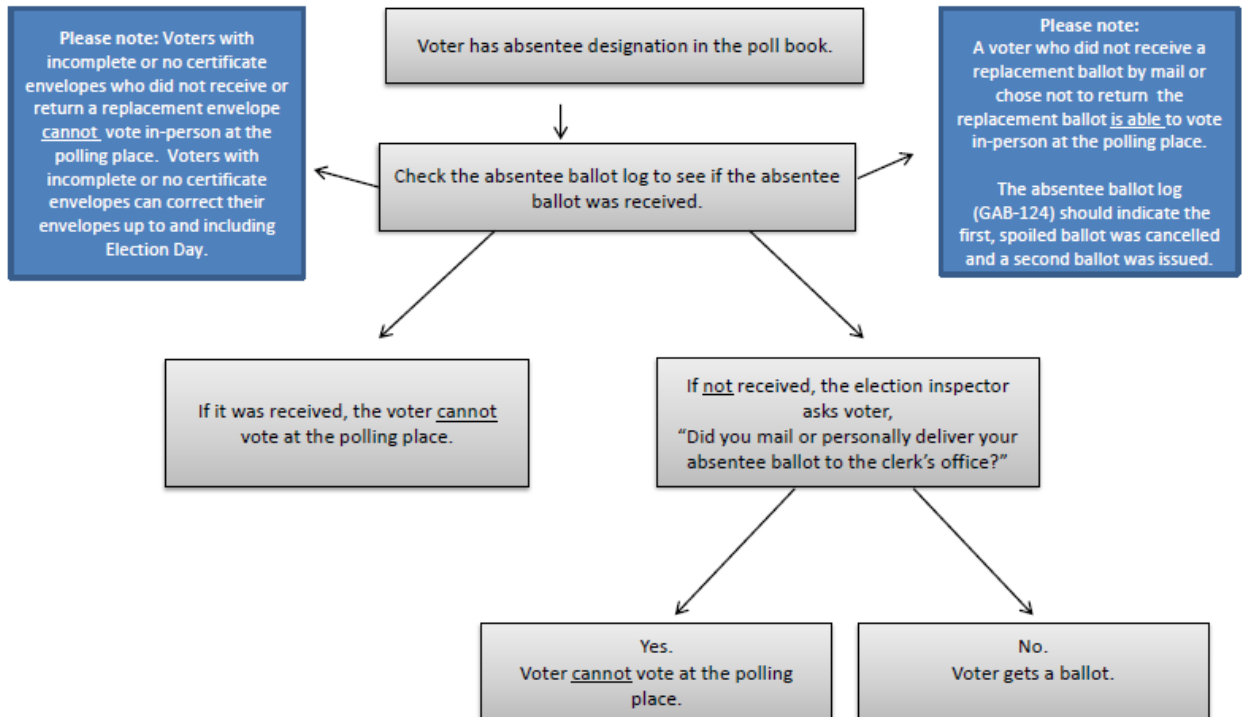
The pre-printed portion of the poll list may contain certain notations to indicate special circumstances. Possible notations include:

a. POR Required.

- i. First-time Wisconsin voters who registered by mail before April 4, 2014 were required to provide an identifying document establishing proof of residence. If they did not, they were entered on the poll list, but this notation was added. These registrants must provide proof of residence before they may vote.
- ii. The type of proof of residence presented and the name of the issuing entity or organization should be recorded on the poll list.
- iii. A list of acceptable documents establishing proof of residence can be found in the Proof of Residence section of this manual.
- iv. If an elector marked “POR Required” cannot provide proof of residence he or she may vote provisionally.

b. Absentee

- i. Municipalities must track absentee ballots on the pre-printed poll list. The clerk shall also provide each polling place an Absentee Ballot Log (GAB-124).
- ii. The absentee notation indicates that an absentee ballot was issued to the voter. This does not indicate that the absentee ballot was returned.



iii. If an individual noted as “absentee” appears at the polling place, the inspectors should check the Absentee Ballot Log (GAB-124) to determine if the ballot has been returned.

1. If it has been returned and there are no errors that would cause the ballot to be rejected, the voter may not vote at the polling place.
2. If it has been returned and there are errors that would cause the ballot to be rejected, the voter may only correct the error. The voter may NOT vote a new ballot at the polling place.
 - a. The election inspectors shall issue a new certificate envelope to the voter.
 - b. The voter must open the original certificate envelope, verify their ballot, and seal the ballot in the new certificate envelope.
 - c. The voter may NOT remove the ballot from the voting area.

- d. The election inspectors may NOT serve as the witness (the original witness must be present).
 - e. The original certificate envelope is then destroyed.
 - f. The election inspector should document that a correction was made and the ballot accepted on the Absentee Ballot Log (GAB-124).
- 3. If it has not been returned, the election inspectors ask the voter “Did you mail or personally deliver your absentee ballot to the clerk’s office?”
 - a. If “yes,” the voter cannot vote at the polling place.
 - b. If “no,” the voter is issued a ballot if otherwise qualified.
- 4. If an absentee ballot is later received for that voter, the elector’s absentee ballot would be processed as a rejected absentee ballot and the clerk contacted immediately.

2. Election Day Notations

The election inspectors must make certain notations on the poll list next to the voter’s name to identify voters who vote under the following circumstances:

a. Absentee

Indicate “absentee” or an “A” next to the voter number for an elector whose absentee ballot has been processed.

b. Provisional (Section 6.97)

- i. Indicate “PV#__ (beginning with ‘1’)
- ii. The complete PV# should be recorded on the voter list, on the back of the ballot, on the Provisional Ballot Certificate Envelope (GAB-123), on the Inspectors’ Statement (GAB-104),

the Provisional Ballot Reporting Form (GAB-123r), and on the Provisional Voting Information Sheet for the elector.

- iii. A brief explanation of why the provisional ballot was issued (POR, DL# or DMV ID#, POI) should also be recorded on the voter list.

c. Challenged

Indicate “Challenged” and a brief explanation of the reason for challenge (age, residency, etc.) when recording an elector who votes a challenged ballot.

d. Assisted

- i. Indicate “Assisted” for an elector who receives assistance in marking his or her ballot.
- ii. The full name and address of the individual providing assistance must also be recorded on the poll list.

e. Ballot Received at Poll Entrance (Curbside Voting)

Indicate “Ballot Received at Poll Entrance” for a voter who receives a ballot at the polling place entrance because the voter is unable to enter the polling place due to a disability.

f. Electors Voting Pursuant to Court Order (Section 6.96)

- i. Indicate “Section 6.96” when recording an elector who votes after the polls close pursuant to a court order.
- ii. An elector entering the polling place after 8:00 p.m. will also have his or her ballot marked with the notation “Section 6.96.” This enables ballots cast after the polls closed pursuant to the court order to be removed from the count in the event that the court order is set aside.
- iii. Note that voters in line by 8:00 p.m. should not be marked pursuant to this section.

g. Presidential Only

- i. Indicate “Presidential Only” on the supplemental poll list when a new Wisconsin resident (someone who has lived in the state less than 28 days) wishes to vote for president.

- ii. These electors must complete the Application for Presidential Ballot (GAB-141), not the Voter Registration Application (GAB-131).
- iii. These individuals must provide proof of residence. The type of proof of residence and the name of the issuing entity or organization should be recorded on the supplemental voter list.
- iv. These individuals must provide proof of identification.

Election Day Registration

Ensuring that all eligible electors are properly recorded and registered on Election Day builds confidence in the election process. All electors must be registered before being issued a ballot and all electors who cast a ballot must be recorded on the poll or supplemental list.

If an elector has not registered prior to Election Day, he or she may register at his or her polling place. The Elections Division recommends that a separate table be set-up at the polling place to register voters. This practice can reduce waiting times for many electors and better manage the flow of traffic.

To register at the polling place on Election Day:

1. The elector must complete a Voter Registration Application (GAB-131).
2. The elector must provide proof of residence.

Note: The Voter Registration Application (GAB-131) has detailed instructions on the back of the form that can serve as a guide for proper completion. Proper completion of the GAB-131 will reduce the amount of work for the municipal clerk after Election Day and ensure the voter will appear on the poll list for future elections.

Voter Registration Application (GAB-131)

A registrant must complete all required fields and sign the Voter Registration Application (GAB-131) in the presence of an election official.

1. Reason for Application / County and Municipality of Residence

a. New WI Voter

- i. A voter is “new” if they are not currently registered to vote anywhere else in Wisconsin, even if they have been registered to vote in Wisconsin in the past.

b. Name Change

- i. A voter is required to update their registration if they change their legal name.
- ii. As it may take some time for a voter to receive proper documentation of their new legal name, a registered voter may continue to vote using their former name until the necessary documentation to re-register is received.

c. Address Change

- i. A registered voter is required to update their registration if they wish to vote from their new residence.

d. County and Municipality of Residence

- i. The registrant should provide their county and municipality of residence, e.g. Village of Mount Horeb, Dane County.

2. Identification Number (REQUIRED)

To complete the Voter Registration Application (GAB-131), the elector must provide an identification number in Box 2. This does NOT require visual confirmation by an election inspector and the elector may write down or recite the number if he or she chooses. An elector cannot be required to show his or her driver license, Department of Transportation-issued ID card, or Social Security card as a condition of registration.

a. Wisconsin Driver License or Wisconsin DOT-issued Identification Card Number

- i. If the registrant has been issued either a Wisconsin Driver License or State Identification Card that is still current and valid, they must provide the number and expiration date.
- ii. If a registrant has a current and valid Wisconsin license or identification card, but does not have the number or expiration date readily available, they may call DMV at (608) 266-2353 to look up the information.
- iii. A license that is currently revoked, suspended, or expired; or an identification card that is expired is not “current and valid”. In this situation, request the voter provide the identification number if available in addition to the last 4-digits of the Social Security Number, if any.

b. Social Security Number – Last Four Digits

- i. If the registrant has not been issued a Wisconsin driver license or identification card, or the document is not current and valid, the registrant must provide the last 4-digits of their Social Security Number, if any.
- ii. If the registrant does not have either a Wisconsin-issued driver license or identification card, and also has not been issued a Social Security Number, they may indicate this by checking the box signifying they have none of these documents.

3. Current Name, Date of Birth, Contact Information, Special Statuses

a. Current Name (REQUIRED)

- i. The registrant should provide their full name as it is printed on the document they used on Line 2 unless the name on that document is no longer the current and complete name.

b. Date of Birth (REQUIRED)

- i. Month, day, and year of birth is required.

c. Contact Information

- i. Any phone or email address provided is subject to open records requests.

d. Special Statutes

- i. Military – A member of a uniformed service, the merchant marine, civilian employees of the United States and civilians officially attached to a uniformed service who is serving outside the United States, Peace Corps volunteers, and spouses and dependents of those listed above who are residing with or accompanying them.
- ii. Permanent Overseas – A U.S. Citizen who is not disqualified from voting and is qualified to vote except for residency, but who last resided (or whose parent last resided) in Wisconsin prior to residing outside the United States.

4. Current Residential Address (REQUIRED)

- a. The registrant should provide their current home address (legal voting residence) in Wisconsin.
- b. The registrant should provide the full street name, including the type (St, Ave, etc.) and any pre- and/or post-directional (N, S, etc.).
- c. The registrant should provide the city name and ZIP code that appears on mail delivered to their residence.
- d. A P.O. Box is not acceptable as a residential address.
- e. A rural route box without a number should not be used.

5. Mailing Address

- a. If the registrant does not receive mail at the residential address, a mailing address should be provided. Failure to provide a valid mailing address may result in the voter registration being inactivated.

6. Previous Name

- a. If the registrant has previously registered to vote in Wisconsin under a different name, the full previous name should be provided.

7. Previous Residential Address

- a. If the registrant has previously registered to vote in Wisconsin at a different address, the full previous address should be provided.

8. Accommodations Requested, Poll Worker Interest, Location Map

a. Accommodations Requested

- i. If the registrant requires any special accommodations (e.g. curbside voting, braille materials, etc.) they may make those requests here.

b. Poll Worker Interest

- i. The registrant may express their interest in working as an election official by checking this box.

c. Location Map

- i. If the registrant resides somewhere without a designated address, the registrant should use this map to diagram where they reside in relation to known streets or landmarks.

9. Indications of Eligibility

- a. If the registrant answers “No” to either question, they are not eligible to vote in Wisconsin and the application should be rejected.

10. Certification Language

- a. The registrant should read this language before certifying that they are an eligible elector and have resided in the ward for at least 28 days.

11. Signature and Date, Proof of Residence, Election Day Voter Number

a. Signature and Date (REQUIRED)

b. Proof of Residence

i. Type (driver license, utility bill, etc.)

1. This information should also be recorded on the supplemental poll list.

ii. Issuing Entity (WI DMV, We Energies, etc.)

1. This information should also be recorded on the supplemental poll list.

iii. Unique Number, if any

1. If the unique number associated with the proof of residence is 7 or more digits in length, the last 4 digits should be recorded here.
2. If the unique number associated with the proof of residence is 6 or fewer digits in length, only the last 2 digits are recorded here.

iv. Election Day Voter Number

1. This number should also be recorded on the supplemental poll list.

12. Assistant Signature and Address

- a. If the registrant required another person to complete this form on their behalf due to a physical disability, the assistant should sign and provide their residential address here.

13. Official Signature, Date Complete and POR Received, SRD information

a. Official Signature

- i. The election official first receiving the application (SRD, clerk, election inspector) should review the form for completeness and legibility before signing.
 - ii. If the application is incomplete or illegible, the election official should not sign the form.
 - 1. If the registrant is still available, ask the registrant to complete the missing information or print more clearly.
 - iii. The election official must also check the Ineligible Voter List before signing (see Ineligible Voter List).
- b. Date Complete and POR Received
 - i. If the application is complete and the proof of residence is acceptable (see below), the election official who received the application (SRD, election inspector, or clerk) should date it.
- c. SRD Information
 - i. If an SRD is accepting the application from a registrant, the SRD must print their name and provide the SRD number they were assigned by the registrant's municipality.

After the registrant completes all required fields of the Voter Registration Application (GAB-131), he or she must sign the form in the presence of an election official. Failure to complete any required field of the GAB-131 will result in the registrant being unable to register and, therefore, unable to vote.

Once the registrant signs the form, the registrant must then present proof of residence.

Proof of Residence

Everyone (except military and overseas electors) who wishes to register to vote or update their voter registration must present a proof of residence to prove that the person resides at the address listed on the Voter Registration Application (GAB-131). A registrant does not need to provide a copy of the proof of residence; the

registrant may simply show the document to the election official. Electronic versions are also acceptable (see Electronic Proof of Residence). The document must contain the person's current and complete name and current and complete residential address. If the document has an expiration date, it must not be expired on the day registration is made.

The following documents constitute acceptable proofs of residence:

1. A current and valid Wisconsin driver's license or receipt for license.
2. A current and valid Wisconsin identification card or receipt for identification card.
3. Any other official identification card or license issued by a Wisconsin governmental body or unit.
4. Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
5. A real estate tax bill or receipt for the current year or the year preceding the date of the election.
6. A residential lease.
 - a. A residential lease should contain:
 - i. Landlord Name
 - ii. Tenant Name
 - iii. Address Subject to Lease
 - iv. Term
 - v. Rent
 - vi. Landlord Signature
 - vii. Tenant Signature
7. A university, college or technical institute identification card (must include photo, address not required) with one of the following:
 - a. A fee payment receipt issued to the cardholder by the university, college, or technical college dated no earlier than 9 months before the date of the election.

- i. The fee payment receipt must include the name and address of the student.
 - b. A certified and current list of students who reside in housing sponsored by the university, college, or technical college and who are U.S. citizens.
 - i. This list should be provided by the university, college, or technical college and the election official must verify that the student presenting the card is included on the list.
8. A utility bill (gas, electric, water, sewer, telephone/mobile, cable/satellite TV, internet, etc.) for the period commencing not earlier than 90 days before Election Day.
9. Bank statement
- a. Statement should reflect an account where funds are deposited.
 - b. Credit card statements are NOT acceptable, even if issued by a bank.
10. Paycheck or paystub documentation of direct deposit.
11. A check or other document issued by a unit of government.
- a. Units of government include: federal, state, county, municipal, school district, tribal, etc.
 - b. Examples of government documents (not an exhaustive list):
 - i. Vehicle registration
 - ii. BadgerCare/Medicare statements (if issued by gov't agency)
 - iii. Social Security statements (if issued by gov't agency)
 - iv. Public school correspondence
 - v. Federal student loan notices (if issued by gov't agency)
12. A signed letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.

Electronic Proof of Residence

1. Otherwise valid proof of residence documents presented electronically on a device such as a laptop, smartphone, or tablet are acceptable for voter registration purposes.
 - a. The standard of review should be the same whether the document is physically presented to an election official or viewed in an electronic format.
 - b. Election officials may NOT reject an otherwise valid proof of residence merely because it is in an electronic format.
 - c. If the proof of residence is presented using the registrant's electronic device, the election official may ask the registrant to expand the size of the type or image, or otherwise navigate the document or image so that the election official may view any required information (i.e., name of the registrant, address, account number, date, type of document, and issuing entity or institution).
 - d. If the document is not readable in the format presented or the election official is otherwise unable to determine that it constitutes a valid proof of residence, the election official may reject the document and require the registrant to present another proof of residence.
2. Election officials are not required to provide computers or Internet access for voters to use to obtain electronic copies of proof of residence to facilitate voter registration. It is the responsibility of the registrant to show or provide a copy of their proof of residence.
3. Election officials are not required to handle a registrant's electronic device, but may do so with the registrant's permission.

Ineligible Voter List

Each polling place must have a list of ineligible voters. This list is generated by the Department of Corrections and lists all individuals in that municipality or county who are currently out of prison but still completing the terms of their felony sentence. The individuals on this list are not eligible to vote.

1. The election official must review the Ineligible Voter List for each Election Day registrant and absentee ballot to confirm that the elector is eligible to vote on the day of the election.
 - a. If the name of an Election Day registrant appears on the list:
 - i. The election official shall inform the elector that the elector is ineligible to register to vote per Department of Corrections.
 - ii. If the elector agrees that they are ineligible, the registration should be rejected.
 - iii. If the elector maintains that he or she is eligible to vote in the election, the election official shall make a reasonable effort to contact the G.A.B. to verify the elector's felony status.
 1. If G.A.B. confirms the elector is eligible to vote, the election official should document on the Voter Registration Application (GAB-131) that they confirmed the voter's status with G.A.B. and then allow the elector to proceed to register to vote.
 2. If G.A.B. confirms that the elector is NOT eligible to vote or if the election official is unable to contact the G.A.B., the election official should:
 - a. Give the elector the Ineligible Voter Information Sheet that explains to the elector what they need to do to resolve the issue with the Department of Corrections.
 - b. Permit the elector to register to vote, but mark the Voter Registration Application (GAB-131) as "Ineligible to vote per Department of Corrections."
 - iv. If the elector wishes to vote, the inspectors shall challenge the ballot (see "Challenging Electors" below).
 - b. If the name of an absent elector appears on the list or the Absentee Certificate Envelope (GAB-122) is marked "ineligible to vote per DOC":

- i. The election inspectors shall make a reasonable effort to contact the G.A.B. to confirm an elector's felon status before processing the absentee ballot.
 1. If the G.A.B. confirms the elector is eligible, the election inspectors should document this fact on the Absentee Ballot Log (GAB-124) and continue to process the absentee ballot as normal (see Ballots section).
 2. If the G.A.B. confirms the elector is NOT eligible or the G.A.B. cannot be contacted, the election inspectors shall continue below.
- ii. If the Absentee Certificate Envelope (GAB-122) is not already marked "ineligible to vote per DOC", the election inspectors shall so mark the envelope and the voter's entry in the Absentee Ballot Log (GAB-124).
- iii. The election inspectors should challenge the absentee ballot (see "Challenging Electors" below).
- iv. If an Absentee Certificate Envelope (GAB-122) is marked "ineligible to vote per Department of Corrections," but the elector's name no longer appears on the Ineligible Voter List, issue a challenge anyway and document the incident on the Inspectors' Statement (GAB-104).

Note: Election Inspectors do NOT need to review the Ineligible Voter List for pre-registered individuals who appear at the polling place to vote.

Issuing Ballots and Voting

Providing the correct ballot to the voter and enabling the elector to mark a ballot privately and independently are two of the most important tasks for election inspectors on Election Day. It is essential that you are familiar with the correct procedure for issuing ballots and facilitating voting.

Procedure

When a registered elector (or an Election Day registrant upon completing his or her Election Day registration) appears at the polling place:

1. The elector announces his or her name and address to the election inspectors maintaining the poll lists.
 - a. A confidential elector (see “Confidential Electors”) may present an Identification Card of Protected Individual or announce his or her name and confidential elector identification number instead of announcing name and address.
2. The inspector asks the elector to show an acceptable proof of identification (except for confidential electors and voters required to surrender their Wisconsin driver license, who are required to provide an alternate document).
 - a. Acceptable proof of identifications for voting purposes are (for examples, see page 179):
 - i. A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended; can be expired but only since the last General Election.
 - ii. A Wisconsin DOT-issued identification card; can be expired but only since the last General Election.
 - iii. A Military ID card issued by a U.S. uniformed service; can be expired but only since the last General Election.
 - iv. A U.S. passport; can be expired but only since the last General Election.
 - v. A certificate of naturalization that was issued not earlier than two years before the date of an election at which it is presented.
 - vi. An unexpired driving receipt issued by Wisconsin DOT.

- vii. An unexpired identification card receipt issued by Wisconsin DOT.
 - viii. An identification card issued by a federally recognized Indian tribe in Wisconsin.
 - ix. An unexpired identification card issued by a Wisconsin-accredited university or college ONLY valid if the voter provides proof of enrollment. Proof of enrollment includes, but is not limited to, a fee receipt, class schedule or an enrollment verification form. The card must contain the following:
 - 1. Student's name
 - 2. Student's photograph
 - 3. Date of issuance
 - 4. Signature of student
 - 5. Expiration date no later than two years after date of issuance
- b. The inspector verifies that the name on the ID conforms to the name on the poll list. The name on the ID may be a variation of the name on the poll list.
- i. Common variations on names, for instance "Robert" vs. "Bob" or "Margaret" vs. "Peggy."
 - ii. Variations of initials or upper or lower case letters.
 - iii. Hyphenated names, such as "Smith" vs. "Smith-Jones."
- c. The inspector verifies that any photograph on the proof of identification reasonably resembles the elector. Election inspectors should take into account that changes in a voter's physical appearance does not invalidate the proof of identification.
- d. The inspector verifies that the proof of identification is unexpired or, if expired, it meets the expiration specifications listed above.

- e. If the elector does not have an acceptable proof of identification for voting purposes, they must be offered a provisional ballot.

If the election inspectors do not believe the name conforms or the photo does not reasonably resemble the voter, the voter's ballot should be challenged.

3. The elector signs the poll list. If the elector refuses to sign the poll list, writes something other than their name (a name other than their own or profanity, etc.), he or she is not issued a ballot.
 - a. The elector only signs one poll list.
 - b. Election inspectors must ensure that all voters are signing the same poll list which is later provided to the county clerk.
 - c. The elector can sign the poll list by making his or her "mark" which may or may not be legible.
 - d. Election inspectors are not required to compare the voter's signature to the signature on the proof of identification.
 - e. If another person signed the voter's registration form because the voter was unable to sign due to disability, the inspector writes the word "Exempt" on the signature line.
 - f. If voter was already registered, but claims to be unable on Election Day to sign due to physical disability, and both inspectors concur, the inspectors shall enter the words "Exempt by order of inspectors" on the signature line.
 - g. If both inspectors do not waive the signature requirement, the voter shall be allowed to cast a ballot and the inspector or inspectors who did not waive the requirement shall challenge the ballot and document the situation on the Inspectors' Statement (GAB-104).
4. A voter number is assigned to each elector beginning with the number "1" and recorded simultaneously on two identical poll lists maintained by two different election inspectors.

Note: There are several methods used by different municipalities across the state for tracking the voter number. Some municipalities give the voters a “voter slip” with the assigned voter number, some municipalities use a check-off sheet with a list of numbers, and other municipalities may use a different method. There is no wrong way, so long as the voter numbers are accurately assigned and recorded.

5. Once an elector’s voter number has been recorded on both poll lists, he or she is given their ballot, which has been initialed by two election inspectors. Please verify the elector is given the correct ballot style for their address.

Note: Reduce the possibility of fraud by keeping unvoted ballots where voters do not have access to them and by not initialing ballots in advance.

6. Direct the voter to the voting area.
 - a. Be sure to ask the voter if he or she has any questions about how to correctly cast his or her ballot.
 - b. Be prepared to answer questions on how to use equipment, mark a ballot, or place a ballot in the ballot box.
 - c. If an elector is using direct recording electronic (DRE) equipment, remind him or her to check the voter-verified paper trail before casting his or her ballot. The paper trail serves as the elector’s official ballot.

7. The voter should go directly to the voting booth to mark his or her ballot.

Note: A voter may take any person of their choosing, except a representative of their labor union or employer, with them into the voting booth to provide assistance in marking the voter’s ballot. The assistor must provide their name and address to election officials and sign in the space provided on the back of the ballot to indicate that they assisted the voter in marking the ballot. Assistors may include minor children and election inspectors.

8. If a voter makes an error while marking his or her ballot, the voter may request another ballot.
 - a. The first ballot must be returned to the election officials and spoiled (torn so as to make it unusable).

- b. The spoiled ballot should be kept in an envelope to be returned to the municipal clerk with the other election materials.
 - c. Up to three ballots may be issued to a voter. A notation (2nd or 3rd ballot issued) should be made on the Inspectors' Statement (GAB-104) and poll list for each additional ballot issued.
9. The voter then places his or her voted ballot into the tabulating device or appropriate ballot box. Or, if using direct recording electronic equipment (DRE), the voter casts his or her ballot and closes out the voting session.
10. The voter should then leave the polling place unless he or she intends to stay as an observer.

Confidential Electors

Electors who are victims of domestic abuse, sexual assault or stalking have the option to be listed confidentially on poll lists. If your municipality has confidential electors, they will be indicated in the "Confidential" section of the pre-printed poll list. This section appears at the back of the poll list. This section of the poll list is NOT open to public inspection.

A confidential elector may present his or her Identification Card for Protected Individual or announce his or her name and confidential elector identification number rather than announce his or her name and address. Confidential electors must still sign the poll list if they vote at the polls on Election Day.

Procedure

1. The voter presents his or her voter identification card (GAB-148) that will contain a unique identification serial number assigned to him or her by the municipal clerk, or announce his or her name and confidential elector identification number instead of announcing his or her name and address at the polling place and providing proof of identification.
2. The voter signs the poll list.
3. The voter is assigned a regular voter number.

4. The voter is then issued a ballot and allowed to vote like any other voter.
5. The address of the protected individual is not disclosed on the confidential portion of the poll list.
 - a. The confidential portion of the poll list is NOT open to public inspection. Election officials may, upon request, disclose the existence of the list, the number of electors whose names appear on the list, and the number of those electors who have voted at any point in the proceedings.

License Surrender

An elector who has been required to surrender his or her driver license or driver license receipt to a law enforcement officer may provide the notice or citation in lieu of a proof of identification.

Procedure

1. The voter states his or her name and address.
2. The voter presents his or her citation or notice to revoke or suspend as proof of identification.
3. The voter signs the poll list.
4. The voter is assigned a regular voter number.
5. The voter must vote using a paper ballot.
6. The election inspector records the voter number on the back of the ballot with the notation "Section 6.965."
7. The voter is issued the ballot and allowed to vote like any other voter.

Assisting Electors

All electors have a right to receive assistance marking their ballots if they cannot read or write; have difficulty reading, writing, or understanding English; or have a disability that prevents them from marking the ballot or using the voting equipment. When one of these conditions is indicated, election officials must inform the elector of their right to receive assistance. An elector may select

anyone to provide assistance in marking his or her ballot other than the voter's employer or an officer or agent of a labor organization which represents the voter. An election inspector can, and should, provide assistance if requested.

Procedure

If an elector informs the election inspector that he or she requires assistance marking his or her ballot, the election inspector should:

1. Give the elector a voter number and issue them a ballot.
2. The elector must sign the poll list.
 - a. If the elector cannot sign the poll list the election inspectors should write, "Exempt by order of inspectors" in the signature line.
 - b. Election inspectors should have signature guides available for those electors who have difficulty seeing.
3. Record the name and address of the person assisting the elector on the poll list.
 - a. Electors may select any individual to assist them to cast their vote, including an election inspector. Exception: the elector's employer or an officer or agent of a labor organization that represents the elector may not assist the elector.
 - b. The person assisting the elector does not have to be a qualified elector.
4. A person who assists a voter must certify on the back of the ballot that it was marked with their assistance before depositing the ballot in the ballot box.
5. This incident should be recorded on the Inspectors' Statement (GAB-104).



COMMON SENSE AND COMMON COURTESY

Many election inspectors have had little interaction with people with disabilities; here are a few courtesies and guidelines:

- ❖ State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
- ❖ Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- ❖ Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.
- ❖ Give unhurried attention to a person who has difficulty speaking.
- ❖ Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
- ❖ Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- ❖ Pre-printed signs or a notepad should be available to assist communication with deaf or hard-of-hearing electors.
- ❖ Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- ❖ Greet a person who is visually impaired by letting the person know who and where you are.
- ❖ Provide a guiding device such as a ruler or a signature guide for signing forms.
- ❖ When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left.
- ❖ Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.

Curbside Voting

An elector who, as a result of disability, is unable to enter the polling place may elect to receive a ballot at the entrance of the polling place. Wis. Stat. § 6.82(1). The elector may receive assistance in marking the ballot, if required, from an election inspector, or from any other person of the voter's choice (except the elector's employer or an agent of the elector's labor union). An unregistered elector may also register to vote curbside.

Once the election inspectors become aware that an elector wishes to vote curbside they should use the following procedure:

1. The election inspectors announce in the polling place that an elector has requested a curbside ballot, and the inspectors are going to the vehicle to view the voter's proof of identification.
 - a. If having two election inspectors leave the polling area would result in fewer than three election inspectors in the polling area, voting must stop until the election inspectors return.
2. Two election inspectors go to the vehicle and speak to the elector.
 - a. The inspectors should ask the elector if they are unable to enter the polling place.
 - i. If the elector indicates he or she is able to enter the polling place, curbside voting may not be used.
 - b. The inspectors should ask the elector to present acceptable proof of identification.
 - i. The inspectors determine if the elector may vote a regular ballot or a provisional ballot.
3. The election inspectors return to the polling area and announce that they are issuing a ballot to the voter.
4. The voter is not required to sign the poll list. A notation "Ballot received at poll entrance - Exempt" is made in the signature line of the elector on the poll list.
5. Two inspectors initial the ballot. A voter number or provisional voter number is issued to the voter and recorded in the voter lists.

6. Two inspectors deliver the ballot to the curbside voter in a security sleeve.
7. The curbside voter marks the ballot or has an assistor mark the ballot for the voter. (If assistor, see Assisting Electors section).
8. The inspectors return to the voting area and announce: “I have a ballot offered by (elector’s name), an elector who, as the result of a disability, is unable to enter the polling place without assistance. Does anyone object to the reception of this ballot?”
 - a. If an objection is made, follow the challenge procedures detailed below under “Challenging Electors”.
9. If no objection is made or after any challenge is resolved, the ballot is deposited in the appropriate ballot box or tabulating equipment.
10. This incident should be recorded on the Inspectors’ Statement (GAB-104).

Provisional Voting

In Wisconsin, provisional voting is ONLY used in three situations:

1. If an individual who registered before April 4, 2014 failed to provide proof of residence (when required) and appears to vote at a polling place and still cannot provide proof of residence, he or she may vote provisionally.
 - a. The poll list will contain the notation “POR Required” to identify these voters.
 - b. If this individual voted absentee, the returned absentee ballot will be treated as provisional if no proof of residence has been provided. Please note the proof of residence may be inside the Absentee Certificate Envelope (GAB-122).
2. If an individual who attempts to register to vote at the polling place on Election Day has been issued a current and valid Wisconsin driver’s license or Wisconsin state identification card, but is unwilling or unable to provide the license or state identification card number, and the lack of that number is the only missing item of information, the individual may vote provisionally.

- a. A license or state identification card that has expired, or a license that has been suspended or revoked, is not “current and valid”, and therefore the number would not be required.
 - b. Wisconsin DOT/DMV maintains a Help Desk for individuals to call if they need to look up their driver license or state identification card number. The phone number is: (608) 266-2353.
 - c. Individuals who have a current and valid Wisconsin driver license or Wisconsin state identification card may NOT use the last four digits of their Social Security number to register.
3. If an individual fails to provide an acceptable form of proof of identification, he or she may vote provisionally.
 - a. If the election inspectors do not believe that the name of the elector conforms to the name shown on the proof of identification, or if the elector does not reasonably resemble the photograph on the proof of identification, the elector’s ballot should be challenged (see the Challenging Electors section).

In the case of an absentee ballot whose envelope indicates that proof of identification must be included with the ballot, the ballot will be treated as provisional if no acceptable form of proof of identification has been provided with the returned ballot.

There is NO other situation in which provisional voting should be used. Provisional ballots are NOT given when a voter is at the wrong polling place. If a voter appears at the wrong polling place, he or she will be directed to the proper location. Provisional ballots are also NOT given when a person is attempting to register in-person at the polling place and cannot provide the required proof of residence.

Procedure

Once it is determined a voter will vote provisionally, the following procedures are required:

1. Every provisional voter must complete a Provisional Ballot Certificate Envelope (GAB-123).
2. The voter completes the certificate envelope in the presence of at least one election inspector by providing:

- a. Full name
 - b. Complete address, including municipality and county
 - c. Date of birth
 - d. Indication of U.S. Citizenship
 - e. Date of election
 - f. Signature and date
3. The election inspector completes the certificate envelope by:
- a. Signing and dating the certificate envelope.
 - b. Indicating the type of required information (either “Proof of Residence” or “Driver License or State Identification Card Number” or “Proof of Identification”) by checking the appropriate box or boxes on the certificate envelope.
4. The election inspector issues a provisional voter number (PV#), which is recorded on the voter list. A voter number is NOT issued to the elector at this time and the elector does NOT sign the poll list.
- a. This number is issued sequentially, starting with “1.”
 - b. The PV# is also recorded in six places:
 - (1) The back of the ballot
 - (2) On the Inspectors’ Statement (GAB-104)
 - (3) On the Provisional Ballot Certificate Envelope (GAB-123)
 - (4) On the Provisional Ballot Reporting Form (GAB-123r)
 - (5) On the poll list or supplemental poll list

(6) On the Provisional Voting Information sheet for the elector

5. The elector votes the ballot, seals the voted ballot in the Provisional Ballot Certificate Envelope (GAB-123), and returns the sealed envelope to the election inspector.
6. The sealed certificate envelope (GAB-123) is placed inside the Inspectors' Certificate for Provisional Ballots Envelope (GAB-108).
 - a. The election inspectors record the name of the elector, the PV#, and the reason for the provisional ballot on the Provisional Ballot Reporting Form (GAB-123r) and on the Inspectors' Statement (GAB-104).
 - b. The Inspectors' Certificate of Provisional Ballots Envelope (GAB-108) must be kept secure throughout Election Day.
 - c. When the polling place closes, the Inspectors' Certificate of Provisional Ballots Envelope (GAB-108) must be secured in a separate ballot bag with a tamper-evident serialized numbered seal. The serial number shall be recorded on the signed ballot container certification attached to the bag and on the Inspectors' Statement. The bag should be marked "Provisional Ballots."
7. Election inspectors must provide the elector with the Provisional Voting Information Sheet and should check the applicable reason that the provisional ballot was issued.
8. An elector who was issued a provisional ballot may return to the polling place before 8 p.m. to provide the missing documentation to the election inspectors. Election inspectors shall review the provided documentation to determine if it is satisfactory.
 - a. If the provided documentation is not valid, the election inspectors shall inform the elector and record the incident on the Inspectors' Statement (GAB-104) including the type of document presented and why it was not acceptable.
 - b. If the provided documentation is is valid:
 - i. The elector must sign the poll or supplemental list.

- ii. Note on the Inspectors' Statement (GAB-104) that the elector provided the required documentation.
- iii. Initial and date the Provisional Ballot Reporting Form (GAB-123r) to indicate that the elector provided the required documentation.
- iv. Election inspectors should offer the elector the option of spoiling the provisional ballot and voting a new ballot.
- v. If the elector chooses to spoil the provisional ballot:
 - 1. The Provisional Ballot Certificate Envelope (GAB-123) is removed from the Inspectors' Certificate of Provisional Ballots (GAB-108) envelope and given to the elector.
 - 2. The elector should remove the provisional ballot and spoil it.
 - 3. Document the incident and spoiled ballot on the Inspectors' Statement (GAB-104).
 - 4. The elector signs the poll list.
 - 5. The elector is issued a sequential voter number, which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (GAB-123r) by marking "on poll list" in the column labeled "Voter Number Issued."
 - 6. The elector is given a new ballot.
- vi. If the elector chooses to cast the provisional ballot:
 - 1. Note on the Inspectors' Statement (GAB-104) and initial and date the Provisional Ballot Reporting Form (GAB-123r) that the elector provided the required documentation.
 - 2. Remove the elector's Provisional Ballot Certificate Envelope (GAB-123) from the Inspectors' Certificate of Provisional Ballots (GAB-108) envelope.
 - 3. Verify that the Provisional Ballot Certificate Envelope (GAB-123) has not been opened or tampered with.

- a. If the Provisional Ballot Certificate Envelope (GAB-123) has been tampered with, the election inspectors shall spoil the provisional ballot and instruct the elector to cast a new ballot.
4. The elector signs the poll list.
5. The elector is issued a sequential voter number, which is recorded on the poll list and noted on the Provisional Ballot Reporting Form (GAB-123r) by marking “on poll list” in the column labeled “Voter Number Issued.”
6. Provide the elector with the Provisional Ballot Certificate Envelope (GAB-123) and instruct him or her to remove the ballot and place it in the ballot box or voting equipment.
7. Collect the used Provisional Ballot Certificate Envelope (GAB-123) from the elector and place it back in the Inspectors’ Certification of Provisional Ballots (GAB-108) envelope.

Processing

1. A Provisional Ballot Reporting Form (GAB-123r) must be completed by the election inspectors at the polling place listing all of the electors who cast a provisional ballot. The clerk must review the form and send a copy to both the county clerk and their SVRS provider if different after the close of polls on Election Day. The municipal clerk must keep a copy for his or her office. A blank Provisional Ballot Reporting Form is available on the agency website.
2. All electors who have been issued a provisional ballot must be tracked in SVRS on election night. SVRS must also be updated if/when an elector provides the missing information.
 - a. Self Providers must enter the information into SVRS. Please see the SVRS Application Training Manual for details.
 - b. Reliers must provide the Provisional Ballot Reporting Form (GAB-123r) to their Provider. Reliers must inform their Provider with updates if/when electors provide the missing information.

- c. Providers must enter provisional ballot information into SVRS on election night on behalf of their reliers. Please see the SVRS Application Training Manual for details.
3. Provisional ballots are maintained by the Municipal Clerk (NOT delivered to the County Clerk with all other election materials).
4. Provisional ballots are not counted until the required information (either proof of residence, driver's license, state identification card number, or proof of identification) is provided to either the election inspectors by the close of the polls, or to the municipal clerk or deputy by 4 p.m. on the Friday after the election.
 - a. Electors who provide their information after Election Day do not sign the poll list.
5. If the person voting provisionally does not present the information to the municipal clerk by 4 p.m. on the Friday after the election, the Provisional Ballot Certificate Envelope (GAB-123) is not opened. Neither the voter nor the ballot is counted as part of the Election Day results if the missing required information is not returned by the deadline.
6. The chief inspector should maintain communication with the municipal clerk regarding the number of provisional ballots issued on Election Day.

Challenging Electors

When there is reason to believe that an elector does not meet the qualifications to vote or has not adhered to any voting requirement, the elector may be challenged. Only election inspectors may challenge an elector for failing to adhere to a voting requirement.

1. Challenges that may be brought by any qualified elector of the state, including election inspectors, are as follows:
 - a. Citizenship
 - b. Age
 - c. Residency
 - d. Felony Status
 - e. Competency to Vote
 - f. Bet or Wager

- g. Voted Previously at the Same Election
2. Challenges that may only be brought by an election inspector include:
 - a. Physical Disability does not Prevent Signing of Voter List.
 - b. Photograph on the proof of identification does not reasonably resemble the elector, or the name on the voter list does not conform to the name on the proof of identification.
 - c. The municipal clerk has instructed the election inspectors to challenge the ballot because the clerk does not believe the person requesting a replacement ballot is the original voter.
 - d. Any other failure to adhere to voting requirements.
 3. If an election inspector is offering the challenge, another election inspector should administer the process.
 4. All challenges must be made for reasonable cause as outlined on the Challenge Documentation of the Inspectors' Statement (GAB-104c).
 5. The election inspectors should use discretion when administering a challenge and attempt to document the challenge in a calm and respectful manner.
 6. All challenges are recorded using the Challenge Documentation section (GAB-104c) of the Inspectors' Statement (GAB-104). The form lists the procedures to follow and questions used to establish the challenge.

Challenge Procedure

All challenges are recorded using the Challenge Documentation form of the Inspectors' Statement (GAB-104c). This form details the specific procedure to follow and questions used to establish and administer the challenge. The challenge process will be abbreviated when challenging an absentee ballot. A sample of the Challenge Documentation (GAB-104c) is located at the end of this manual.

1. When a challenge is made, the challenging elector is placed under oath and asked to make a sworn statement giving the reason for the challenge.

2. The challenging elector is then questioned by the election inspector using the questions on the Challenge Documentation form (GAB-104c) to provide reasonable support for the challenge.
3. After the challenge has been made and supported under oath, the challenged elector is placed under oath and asked to make a sworn statement in response to the challenge. Indicate “Sworn” on the voter list.
4. If the challenged elector refuses to make a statement under oath, the elector shall not be given a ballot or permitted to vote.
5. Once the challenged elector has responded to the challenge, the challenging elector has the opportunity to withdraw his or her challenge. If the challenge is withdrawn, a ballot is issued with no special marks, a notation is made in the Inspectors’ Statement (GAB-104), and no mark is made on the voter lists.
6. If the challenge is not withdrawn, the election inspector administers the “Oath of Eligibility” to the challenged elector. Once the oath has been made by the elector, a ballot is issued with the voter number and “Section 6.95” marked on the back of the ballot.
7. Once the challenged elector has marked the ballot, it is placed by the elector into the ballot box.
8. The entire Challenge Documentation (GAB-104c) is completed and attached to the Inspectors’ Statement (GAB-104).
9. A notation “Challenged” and the reason for the challenge is made on the voter lists and the appropriate sections of the Inspectors’ Statement (GAB-104) are completed by the election inspector.

Frequently Asked Questions

1. Can a person convicted of a felony vote?

A person who has been convicted of a felony may not vote until the term of his or her sentence, including any term of extended supervision, probation, or parole, has been served. Once the person has successfully completed the terms of their sentence (you may hear this referred to as being “off-paper”), his or her civil rights are restored and the person may vote. No additional documentation is required from the person to establish they have completed their sentence.

2. *Does an elector whose name has changed or has moved to a new address within the municipality need to re-register?*

Yes, the elector will need to complete a Voter Registration Application (GAB-131) and indicate “Name Change” or “WI Address Change” in section 1. The elector will then need to provide proof of residence. Please note that a name change is not considered effective for voting purposes until an elector has received a document with the new name that they can use as proof of residence.

3. *If the poll list has a typo, does the elector need to re-register?*

No, if the poll list has a typo (i.e., name misspelled or numbers inverted on the address) the elector does not need to re-register. The election inspectors should make a notation on the poll list as well as on the Inspectors’ Statement (GAB-104) to notify the clerk that the information needs to be corrected.

4. *What if a voter claims to be registered already but does not appear on the pre-printed poll list?*

First, confirm that the voter is at the correct polling place. If the voter is at the wrong polling place, direct him or her to the correct polling place. If the voter is at the correct polling place, he or she must re-register to vote and provide proof of residence. The voter’s information is then listed on the supplemental poll list.

5. *When do election inspectors need to see proof of residence?*

The election inspectors request proof of residence in two cases: if the notation “POR Required” appears next to the name of a voter on the pre-printed poll list, or if the voter is registering on Election Day. The election inspectors should not request proof of residence from any other elector. Please note that 2011 Act 23 is currently enjoined by federal court order and election inspectors may NOT request any voter provide proof of identification in order to vote.

6. *How much time does a person get to vote?*

According to Wis. Stat. § 6.80(3), each voter shall be allowed a reasonable time to vote. The election inspectors should use appropriate discretion based on each elector’s needs and the complexity of the ballot. In no case shall the time be less than one minute. If there is a line waiting to vote, that time shall be no more than five minutes.

Note: Special consideration should be given to individuals using accessible voting equipment. The audio version of the ballot on this equipment can take additional time.

7. *What happens if the supply of ballots is running low?*

Election inspectors should pay close attention to the number of ballots on hand. If the supply of ballots is running low, the chief election inspector should immediately contact the municipal clerk. The clerk will arrange for additional ballots to be delivered to the polling place.

If additional ballots are not available, the municipal clerk shall prepare substitute ballots along with a statement of explanation under oath. The election inspectors shall record the incident on the Inspectors' Statement (GAB-104), along with an indication of the voter number for the first elector receiving a substitute ballot.

8. *May an election inspector provide a provisional ballot to a voter who is at the wrong polling place?*

No. Voters who are at the wrong polling location should be directed to the correct polling location.

9. *When is a challenge unacceptable?*

Any challenge based on an individual's ethnicity, accent, or inability to speak English is unacceptable. A notation of the alleged grounds should be made on the Challenge Documentation form (GAB-104c). The challenge should be dismissed and an unmarked ballot issued to the elector.